



OFFICE OR STAFF		OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page 1 of 2 Pages	
DD/A		C			59		
DELETIONS			ADDITIONS			NET CHANGE	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	ORGANIZATION CODE (Machine Records)
<u>ADMINISTRATIVE STAFF (SPECIAL)</u> <u>OFFICE OF THE CHIEF</u> Delete all position	25X1A		<u>ADMINISTRATIVE STAFF (SPECIAL)</u> <u>OFFICE OF THE CHIEF</u> Adm Analyst GS-301 16 C 104 Adm Analyst GS-301 15 C 105 Adm Assistant GS-301 7 C 16 Clerk (Stenography) GS-301 5 C 17			25X1A	
<u>SECRETARIAT UNIT</u> Delete all position			<u>SECRETARIAT UNIT</u> Adm Analyst GS-301 15 C 106 Secretary (Gen) GS-318 6 C 107 Shorthand Reporter GS-317 6 C 20 Adm Analyst GS-301 14 C 108 Adm Analyst GS-301 14 C 108 Adm Analyst GS-301 14 C 108 Adm Analyst GS-301 14 C 108 Adm Analyst GS-301 14 C 108 Adm Analyst GS-301 14 C 108 Adm Analyst GS-301 14 C 108 Clerk Stenographer GS-312 4 C 109 Clerk Stenographer GS-312 4 C 109 Clerk Stenographer GS-312 4 C 109				
<u>GENERAL SUPPORT UNIT</u> Delete all position	25X1A		<u>GENERAL SUPPORT UNIT</u> Adm Analyst GS-301 13 C 110 Adm Analyst GS-301 11 C 111 Adm Analyst GS-301 11 C 111 Clerk Stenography GS-301 5 C 112 Realty Officer GS-1172 14 C 113 Realty Officer GS-1172 13 C 114 Secretary (Steno) GS-318 6 C 115				
NEW OFFICE TOTALS			APPROVAL				
			<p>The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.</p> <p><i>Not approved</i> <i>Ret to class</i></p> <p>Chief, Class. & Wage Div.</p>				

Approved For Release 2000/04/14 : CIA-RDP78-03568A000300080013-6

OFFICE OR STAFF DD/A		OFFICE CODE C	REQUEST DATE Security Information	APPROVAL DATE CONFIDENTIAL	CONTROL NO.	Page 2 of 2 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
SPECIAL CONTRACTING UNIT			SPECIAL CONTRACTING UNIT				
Delete all positions			Contract Specialist	GS-1102 14	C 32		
			Contract Specialist	GS-1102 12	C 34		
			Contract Specialist	GS-1102 12	C 34.01		
			Clerk-Stenography	GS-301 5	C 35		
			Clerk-Stenography	GS-301 5	C 35.01		
NEW OFFICE TOTALS			APPROVAL				
			<p>The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.</p> <p>SECRET CONFIDENTIAL</p> <p>Chief, Class. & Wage Div.</p> <p>SIGNATURE TITLE</p>				
<p>Approved For Release 2000/04/14 : CIA-RDP78-03568A000300080013-6</p> <p>T/O CHANGE AUTHORIZATION</p>							

~~SECRET~~
Security Information

~~CONFIDENTIAL~~

Personnel Studies and Procedures Staff

3 July 1952

Classification and Wage Division

T/O Change, DDA, Administrative Staff (S)

1. Transmitted herewith is T/O change authorization for DDA, Administrative Staff (S), together with request for T/O change (increase of one position) from Chief, Administrative Staff (S).

2. Changes in the T/O involve (1) Changes in grade of positions based on Classification survey; (2) Increase of two positions in the General Support Unit; (3) Decrease of one position in Secretariat Unit.

3. In view of circumstances cited in preceding paragraph, concurrence from the Comptroller appears necessary.

RWS/nf

Enclosures:

Form 30-25

Letter, Adm Staff (S), dated 2 July 1952

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